

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

Brown County Library Board Meeting, December 8, 2016 at 5:15 p.m. at the Brown County Central Library, 515 Pine Street, downtown Green Bay, WI

PRESENT: MIKE AUBINGER, CHAD BIANCHI, NATHAN JESKE, MARISSA MELI, BOB NIELSEN DAVID RUNNING, JOHN VAN DYCK, JOHN VANDER LEEST and CHRISTOPHER WAGNER

EXCUSED:

ALSO PRESENT: Brian Simons, Curt Beyler, Lori, Denault, Sue Lagerman, and Emily Rogers (staff)

I. CALL TO ORDER President Aubinger called the meeting to order at 5:15 p.m.

II. APPROVE AGENDA AND MINUTES

There were no changes to the agenda or minutes. **Motion** by Jeske, seconded by Running, to approve the agenda. **Motion carried.** **Motion** by Van Dyck, seconded by Jeske, to approve the October meeting minutes. **Motion carried.**

III. COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC None.

IV. LIBRARY BUSINESS

A. Financial Manager's Report, Bills and Donations

There were no bills out of the ordinary. Payment was received from Outagamie County to settle the law suit and will be reflected in the November financials. It was noted that all other payments from Outagamie are current. Projections indicate that the library will meet turnover reduction; utilities are on target; and some funds will have to be carried over for projects in progress. Simons commented on a budget transfer being presented to Ed & Rec related to transferring monies unused from bonded money to the general fund. **Motion** by Bianchi, seconded by Jeske, to approve the October, 2016 financial report and October, 2016 Gifts, Grants and Donations as follows:

**Brown County Library
Gifts, Grants & Donations Report
October 2016**

Gifts & Donations

10/05/16	Sheryl Silberman - In Memory of Enid Smeall	\$ 25.00	Children's Materials
10/05/16	Friends of Brown County Library	325.88	Programming & Supplies
10/19/16	The Sierra Club	50.00	Adult Programming
10/19/16	Friends of Brown County Library	2,329.34	Programming & Supplies
10/19/16	Demco	398.55	Children's Programming
10/19/16	Beverly Collins - In Memory of John Bettinger	25.00	Adult Titles and/or CD's, DVD's
10/26/16	Cotter Funeral Home	200.00	Grief Support Program
	Ashwaubenon	39.61	Donation Box
	Bookmobile		Donation Box
	East	60.95	Donation Box
	Weyers/Hilliard	34.79	Donation Box
	Central Circulation	6.43	Donation Box
	Kress	31.99	Donation Box
	Pulaski	7.50	Donation Box
	Southwest	20.50	Donation Box
	Wrightstown	30.43	Donation Box
	Total Donations	\$ 3,585.97	

Federal & State Grants

10/31/2016	Nicolet Federated Library System	\$ 2,703.28	Collection Development
10/31/2016	Nicolet Federated Library System	2,083.33	Technology Grant
	Total Grants	\$ 4,786.61	

Motion carried.

V. UPDATE ON LIBRARY EMPLOYEE BANKED SICK AND VACATION LEAVE The county has agreed to pay library for payouts going forward (about \$87,000 was transferred to the library and designated for these payouts). It is not likely they will reimburse retroactively (about \$72,000).

VI. APPROVE PAY FOR PERFORMANCE STRUCTURE Simons explained the process behind determining pay increases based on performance. The County Board approved a prorated \$400 increase in addition to a 1% across the board increase of current salary. Since the Library operates differently, it was determined to keep the \$400 proration and split the 1% and distribute in amounts based on the four levels of performance. Aside from the proration, two staff whose performance was rated as, "Needs Improvement," will not receive an increase; six rated as, "Developing," will receive a 0.5% increase; 75 rated as, "Meeting Excellence," will receive 1% increase and 10 rated as, "Distinguished," will receive a 2.25% increase. **Motion** by Wagner, seconded by Nielsen, to approve the pay for performance structure. **Motion carried.**

VII. APPROVE 2017 CLOSURES – HOLIDAYS AND STAFF DEVELOPMENT DAYS **Motion** by Vander Leest, seconded by Bianchi, to approve the 2017 Closures – Holidays and Staff Development Days follows:

2017

January 1, 2017 (Sun)	New Year's Day (Unpaid)
January 2, 2017 (Mon)	New Year's Day Observance (Paid holiday)
April 16, 2017 (Sun)	Easter (Unpaid)
May 29, 2017 (Mon)	Memorial Day (Paid holiday)
July 4, 2017 (Tues)	Independence Day (Paid holiday)
September 4, 2017 (Mon)	Labor Day (Paid holiday)
November 23, 2017 (Thu)	Thanksgiving Day (Paid holiday)
December 24, 2017 (Sun)	Christmas Eve
December 25, 2017 (Mon)	Christmas Day
December 26, 2017 (Tues)	Christmas Eve Observance (Paid holiday)

2018

January 1, 2018 (Mon)	New Year's Day
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Central Library Summer Hours 2017

The Central Library will begin its summer schedule of Sunday closings on Sunday, May 28, 2017 and continue through Sunday, September 3, 2017.

Summer hours for Saturdays will begin on Saturday, June 3, 2017 and continue through Saturday, September 2, 2017.

Staff Development Full-Day Closures 2017

February: Date TBD

May: Date TBD

September: Date TBD

Motion carried.

VIII. DISCUSSION AND POSSIBLE ACTION ON INTERACTIVE CHILDREN'S SCULPTURE AT CENTRAL LIBRARY Simons explained that a local artist is interested in repurposing materials from lower level renovation into a sculpture surrounding the staircase and up through the staircase. It would be affixed but removable. Bianchi stated that any way we can make our libraries a destination, is something worth pursuing. **Motion** by Vander Leest, seconded by Bianchi, to approve continuance of project as a fund-raised project. **Motion carried.**

IX. FACILITIES REPORT

A. Facilities Manager's Report - Central ADA bathroom project: 2nd floor is done and lower level will be ready by next Tuesday; 1st floor is demolished and roughed in, and 3rd only needs partitions and accessories. **Kress Study Rooms:** Progressing well. Wall system is scheduled for installation on 12/30. **Maintenance Department:** 2 recent simultaneous position vacancies have taken place and the staffing structure is being evaluated. As a TEST, Clean Power was hired on a month to month basis to clean Kress and another location may be added to see if there is a better model for the department. **Furniture:** East Branch is finished; 60% of furniture has been delivered to Ashwaubenon. Complete installation projected to be the week between Christmas and New Year's.

B. Update on East Branch Facility Feasibility Study Simons reported that HGA is scheduled to walk-throughs on December 21. The final report should be ready in two to three months following and will compare each option over a 20-year span. There are various ownership scenarios for each of the buildings, East Town Mall – rent; current location - rent and/or purchase; UW-Extension – own and renovate or own and demolish/rebuild. Vander Leest suggested touring properties ahead of time to evaluate individually. Running also suggested a preliminary report. Simons will inform Board of schedule and up to four board members are invited to attend. Nielsen asked about report deliverables; engineering; current state of building; service plan (what do we need to serve the community?) conceptualized drawing and floor plan, etc.; what expectations should we have? Demographic information from Master Plan will be used and facilities will be future-proofed to some extent. The study will also contain a Pros and Cons analysis as well as financial pluses and minuses. Wagner asked about a 4th option of building new. Aubinger suggested that a stand-alone that can be bonded for and built if it costs the same. Naming rights could be a contributing factor as well as programmatic goals. Van Dyck noted that a ballpark number on a new building based on sq. ft. could be determined. Something else to consider is the future of new Green Bay schools – are there any plans potentially within geography of where library is looking to leverage that opportunity. Wagner commented on the overcrowding in east side schools. Baird School, in particular, must be addressed. If a school partnership is of interest to the Board, a letter should be sent to the school district. This will be discussed further at the January board meeting. Van Dyck, speaking in terms of a new building, noted the importance of socio-economics in the area of its location. Utilizing existing facilities seems to be safer as building new may be a battle between Bellevue and East Green Bay. The Board needs to do what is best for the entire library system. Bianchi asked how the Board makes sure we have enough library space and service in 20 years. Needs will change and flexibility is key. This is where HGA's expertise will prevail as they have extensive experience making sites scalable for change.

X. PRESIDENT'S REPORT No report.

XI. LIBRARY DIRECTOR'S REPORT Awarded \$1500.00 from Omnova for Arduino kits for check out. It was just learned that Corporation Counsel, Kristin Hooker left the county. Simons was frustrated that there was no communication regarding this since Hooker was assigned to library business. A condo opportunity exists in Ashwaubenon near Holmgren Way and Morris Ave. There are talks of a mid-rise building that would include luxury apartments and a library.

XII. OLD BUSINESS None.

XIII. SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW Van Dyck relayed a request from County Executive who is asking for the Central Library's operating costs – likely for the purposes of relocation. Other news from the County Executive was related to the 2018 budget. There is pressure from County Board on employee wages and increased recognition for employees. The money has to come from somewhere so Department Heads are to start thinking about a shift and the resources it would be taken from. The library still has to be a library – off-setting can only go so far.

XIV. ADJOURNMENT

Motion by Jeske, seconded by Van Dyck, to adjourn the meeting. **Motion carried.**
The meeting adjourned at 7:00 p.m.

NEXT REGULAR MEETING

January 19, 2017
Central Library
5:15 p.m.

Respectfully submitted,
Dr. Christopher Wagner, Library Board Secretary
Sue Lagerman, Recording Secretary